



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

10 August 2020

DIVISION MEMORANDUM

No. 136, s. 2020

**CALL FOR SUBMISSION OF APPLICATION DOCUMENTS FOR THE
POSITION OF SPECIAL SCIENCE TEACHER I (SST I) FOR THE
SENIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. This Office by way of a Letter dated 11 June 2020 requested from the DepEd Central Office for the filling up of three (3) Special Science Teacher I (SST I) items for the Senior High School.
2. The request was made in view of the waiver of scholars under RA 10612 (An Act Expanding the Coverage of the Science and Technology Scholarship Program and Strengthening the Teaching of Science and Mathematics in Secondary Schools and for Other Purposes) of their respective appointments as they are currently in contract with private companies.
3. Through a Letter dated July 17, 2020, received by this Office via email on July 27, 2020, the Central Office interposed no objections to fill the said items.
4. In this regard, this Office now accepts applications for said positions and issues the following guidelines in relation thereto:

4.1 The following are the Qualification Standards for the said items:

Education: Bachelor's degree in specialized field in Science Technology Engineering, Mathematics or other applied courses as identified and approved by DOST as priority S & T courses
Training: None required
Experience: None required
Eligibility: RA 1080 (Teacher) - Secondary, if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring

4.1. The vacant items are **exclusively** for DOST scholars;



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1



- 4.2. SDO Tuguegarao City fully implements the Equal Employment Opportunity Policy, hence, all interested DOST scholars, regardless of age, sexual orientation, gender, disability, ethnicity, religion, and political affiliation, who meet the basic requirements, are encouraged to submit their application;
 - 4.3. An incumbent RA 7687 scholar who is currently teaching in the Junior High School may be considered to the position, however, he/she shall undergo the regular hiring process; and
 - 4.4. All interested applicants shall observe the provisions of **Division Memorandum No. 117, s. 2020** or the Hiring Guidelines during the Period of Public Health Emergency. Attached is a copy of said Memorandum for easy reference.
5. All **application documents** shall be submitted ONLINE through this email address: tuguegarao@deped.gov.ph or through REGISTERED MAIL at this address:

Department of Education
Schools Division of Tuguegarao City
Regional Government Center
Carig Sur, Tuguegarao City

6. The application shall be addressed to: The Officer In-Charge, Office of the Schools Division Superintendent, Deped Division of Tuguegarao City, not later than **August 21, 2020 (Friday)** with the following order of supporting documents, viz:

For an incumbent RA 7687 scholar who is currently teaching in the Junior High School:

- a. Duly signed **Letter of Intent**;
- b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**, if applicable. The format and/or copy of which can be downloaded at www.csc.gov.ph;
- c. **Performance Ratings** for the last three (3) rating periods, from current/previous employer, if any;
- d. Duly certified updated **Service Records and/or Certificate/s of Employment** from current/previous employer/s, if any;
- e. Photocopy of authenticated/certified **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
- f. Photocopy of authenticated/certified **Certificate/s of Eligibility/ Rating/ License**, if any;
- g. Photocopy of **Certificates of Participation** to relevant specialized trainings/seminars attended **with supporting documents** (such as travel order and legal basis for the travel), if any;
- h. **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007**, if any; and
- i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2


For NEW applicants (DOST SCHOLARS only):

- a. Duly signed **Letter of Intent**;
 - b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**, if applicable. The format and/or copy of which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of **Certificates of Participation** to relevant specialized trainings/seminars attended, if any;
 - d. Certified copy of **Voter's ID** and/or any proof of residency;
 - e. National Bureau of Investigation (**NBI**) **clearance**;
 - f. Certified photocopy of **Diploma** on Bachelor's degree;
 - g. Certified photocopy of **Transcript of Records** with at least 15 units of specialization in relevant strand/specialized subject;
 - h. Certified photocopy of **Professional Regulation Commission (PRC) professional ID card/certificate of registration /license**;
 - i. Certified photocopy of **ratings** obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET), and;
 - j. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
7. When attaching files (**for online submission**), ensure that scanned copies of each of the supporting documents shall be labeled accordingly with the corresponding file names separately per item and in particular order, e.g.:
- 7.1. The Letter of Intent shall bear the file name "Letter of Intent";
 - 7.2. The next item - Personal Data Sheet - shall be separated and shall bear its own file name "Personal Data Sheet";
 - 7.3. The third item - Performance Ratings - if any, shall likewise be separated and shall bear its own file name "Performance Ratings";
 - 7.4. And so on and so forth;
8. **All** interested applicants are likewise **REQUIRED** to register online prior to or simultaneous with the submission of their application either online or registered mail, at the link below:

bit.ly/ApplicationForSST

9. For other concerns and assistance, you can call via cp number 0905-6501686.
10. For information, guidance, and compliance.




REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Office In-Charge
Office of the Schools Division Superintendent



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	3



Encs.: As stated

References: Letter dated July 17, 2020 from DepEd Central Office - Planning and Programming Division
Division Memorandum No. 117, s. 2020 (Hiring Guidelines During the Period of Public Health Emergency)
DepEd Order No. 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions)
DepEd Order No. 03, s. 2016 (Hiring Guidelines for Senior High School (SHS) Teaching Positions effective S.Y. 2016-2017)

To be indicated in the Perpetual index

Under the following subjects:

ASSESSMENT EMPLOYEES HIRING POSITIONS

PER/mfdm



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	4





Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

July 17, 2020

REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent
Division of Tuguegarao City

Dear ASDS Caliguiran,

This refers to your communication dated 11 June 2020 requesting to fill up the three (3) Special Science Teacher I (SST I) teaching items which were waived by the following RA 10612 scholars who are currently in contract with a private company:

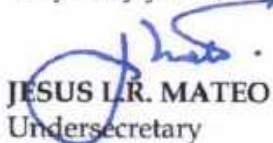
1. Engr. Faustine T. Baricaua
2. Engr. Jerome C. Tumaliuan
3. Mr. Jayvee Mae M. Meman

This office interposes no objection to fill the said items. Further, the Division of Tuguegarao City is advised to post/publish the items as vacant. Applicants to be hired should likewise be DOST scholars. An incumbent RA 7687 scholar who is currently teaching in JHS may be considered to the vacant position, however, he/she shall have to undergo the regular hiring process.

Kindly note that should the abovementioned scholars decide to render their return service obligation with the Department in the future, they will have to undergo the hiring process specified in the current hiring guidelines.

Thank you.

Very truly yours,


JESUS L.R. MATEO
Undersecretary

Copy Furnished:

Estela L. Carino
Regional Director
DepEd Region II

Josette T. Biyo
Director
Science Education Institute
Department of Science and Technology
Bicutan, Taguig City





Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 27, 2020

DIVISION MEMORANDUM

No. 117, s. 2020

**HIRING GUIDELINES DURING THE PERIOD OF PUBLIC
HEALTH EMERGENCY**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. The public health situation caused by Covid-19 introduced a startling transformation in the operations of the Schools Division of Tuguegarao City.
2. One of the heavily affected areas is the process on recruitment, selection, placement, and induction as these are indispensable to carry out the mandate of the Division to deliver quality basic education amid the pandemic.
3. Numerous Proclamations as well as DepEd Orders were issued to balance the continued delivery of essential services and the prevention of the further transmission of Covid-19.
4. Guided by these issuances and directives aimed to achieve public health objectives such as the mitigation of the scale and speed of community transmission of the disease without compromising the continuity of delivery of DepEd essential services and priority programs, in line likewise to **CBC Memorandum Circular No. 14, s. 2020 promulgated July 8, 2020** or the Interim Guidelines on Appointments and Other Human Resource Actions for the Period of Calamity due to COVID-19 Pandemic, this Office issues the following hiring guidelines:
5. All applications for any vacant position shall be submitted online (tuguegarao@deped.gov.ph) or through registered mail at this address:

Department of Education
Schools Division of Tuguegarao City
Regional Government Center
Carig Sur, Tuguegarao City;
6. Those who have applied before for the same position need not submit all the required documents. A mere Letter of Intent plus any document for the updating of his/her final score during the previous assessment shall suffice.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net



Doc Code	FM ORD-005	Rev:	00
As of	July 2, 2018	Page	1

7. The Human Resource Merit Promotion and Selection Board (HRMPSB) through its Secretariat, shall acknowledge receipt of the documents through email, messenger, phone call, or a combination thereof;
8. The Human Resource Management Officer (HRMO) shall review the submitted documents as to correctness and completeness and shall make an initial evaluation of the qualifications of each applicant;
9. The HRMO shall then make a list (selection lineup) of qualified applicants reflecting the qualifications of each. The list shall likewise include disqualified applicants and the reason/s therefor;
10. The HRMPSB shall then convene, through any modality it deems appropriate, to evaluate and deliberate the qualifications of those listed in the lineup;
11. The list, after due deliberation by the HRMPSB, shall be posted in the Bulletin of Vacant Positions of the Office, and the HRMO shall notify all applicants of the status of their applications, whether qualified or disqualified, and the reasons therefor;
12. The HRMPSB through the HRMO shall schedule an online assessment and shall inform all qualified applicants at least three (3) days before the schedule. Should there be no more than ten (10) applicants, and the circumstances so warrant, the HRMPSB may proceed with the traditional mode (face-to-face) of assessment;
13. In its commitment to fully implement and abide by the provisions of its **Equal Employment Opportunity Policy (EEO)**, a face-to-face assessment shall be scheduled to accommodate qualified applicants who are differently abled. Per existing Memorandum of Agreement, a Special Education teacher from Tuguegarao East Central School or Tuguegarao Northeast Central School, as the case may be, shall assist the HRMPSB in the assessment. Questions for the written exam shall be crafted using the Braille System for visually impaired candidates. Hearing aids or other tools shall likewise be provided for the hearing impaired candidates.
14. In case of a face-to-face assessment, and one, some, or all of the applicants are differently-abled, pregnant, or nursing mothers, the assessment shall be conducted in a separate room in the adjacent building (clinic) instead of the customary conference room. Other assistive devices like wheelchair shall also be provided.
15. The HRMO shall provide the applicants of the link for the online assessment including passwords if any;
16. An applicant who previously applied and joined an assessment for the same position may opt not to attend the assessment and may just inform the HRMPSB ahead of time that s/he intends to adopt his/her final score during the latest prior assessment;
17. Should a former applicant for the same vacant position has additional documents which, when presented during the assessment, will surely increase her previous final score, s/he must attend the assessment and present said documents for the appreciation of the HRMPSB;



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

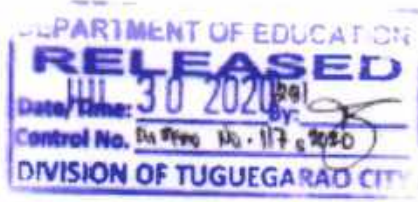
Website: depedtuguegarao.net




Doc Code:	FM ORD-003	Rev:	00
As of:	July 2, 2018	Page:	2



18. Applicants who fail to login at the time and date specified is deemed to have waived his/her right to join the assessment unless the applicant gives a justifiable reason (to be determined by the HRMPSB) of his/her failure to login;
19. Should the circumstances so warrant, the applicant must inform the HRMPSB beforehand of his incapacity or inability to join the assessment, otherwise, the HRMPSB shall treat his absence during the assessment as a waiver thereof;
20. The HRMPSB, on the day of the online assessment, shall orient the applicants of its procedures before proceeding with the assessment;
21. The applicants shall be required to show the original of their documents during the online assessment;
22. Once the HRMPSB is done with the validation of the all applicants' documents, their respective scores shall be flashed on the screen;
23. The HRMPSB may then proceed with the conduct of the online examination and online interview, the process of which shall be made known to the applicants during the orientation;
24. After the online exam and online interview, if possible, depending on the number of applicants, the HRMPSB shall flash on the screen the final scores of all the applicants;
25. The HRMPSB shall immediately forward a shortlist of the top five ranking candidates, whenever possible, whose final scores are comparatively at par with each other, to the Appointing Authority who may then, at his/her discretion instruct the HRMPSB to conduct a Background Investigation;
26. Items 3 and 4 of the aforementioned CSC Resolution insofar as Issuance of Appointments and Submission of Appointment (to the CSC for attestation) are concerned shall likewise be adopted whenever necessary.
27. This Memorandum shall take effect immediately.
28. Immediate and wide dissemination of this Memorandum is desired.




REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Office In-Charge
 Office of the Schools Division Superintendent

Encls.: As stated
 Reference: CSC Memorandum Circular No. 14, s. 2020
 Equal Employment Opportunity Policy
 To be indicated in the Perpetual index
 Under the following subjects:
ASSESSMENT EMPLOYEES HIRING POSITIONS

PER/mfdm



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: deped.tuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	3